

As an LDH employee, you are required to comply with mandatory training requirements. Employees are responsible for reviewing their individual training requirements and completing training timely.

It is important that all employees complete annual training. Failure to comply places LDH at risk of receiving audit findings and/or financial penalties from state and federal auditing agencies.

Required courses and timelines for completion are listed below. Depending on your position in the organization, you may be required to complete additional training. Always confirm your training requirements with your supervisor.

To complete courses offered in LEO, log into LEO by following these steps:

1. Go to <https://leo.doa.louisiana.gov>.
2. Enter your employee ID and password.
3. Click on the **My Training** tab.
4. On the Navigation bar under **Find**, enter a **keyword** (found in the list below in third column) in the **Search Term** box of the course you are looking for and click **Find**.
5. The course link will appear on the screen in the middle.
6. Click on the course link and you will then be able to book the course by clicking on the **Book this Course** link.
7. Now click **Start Course Now**.

FEMA Mandatory Training can be accessed on the FEMA website at: <https://training.fema.gov/NIMS/>

FEMA automatically records completions on their database. FEMA transcripts can be requested by going to: <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf?d=07-31-2019>

### **FEMA completions are no longer recorded in LEO**

#### **Review Your LEO Transcript after Course Completion**

LEO may post on transcripts upon course completion. Occasionally, it takes 24 hours to see course credit posted on transcripts. If you cannot view course credit immediately after completing the course – rerun the transcript the day following course completion to verify credit.


### **THE HIGHLIGHTED COURSES ARE NOT REQUIRED FOR WAEs AND STUDENTS**

Course	New Employees	Continuing Employees
CPTP CS2 Customer Service Customer Relation Mgmt. WBT	Within first 90 days of employment – <b>taken once</b>	<b>As needed after initial completion</b> <b>SEARCH WORD = CUSTOMER</b>
CPTP Customer Service Overview WBT	Within first 90 days of employment – <b>taken once</b>	<b>As needed after initial completion</b> <b>SEARCH WORD = CUSTOMER</b>

CPTP Performance Evaluation System (PES)	Within first 90 days of employment – taken <b>once</b>	As needed after initial completion. <b>Basics, evaluation and planning required;</b> The forms course is optional  SEARCH WORD = PES
CPTP Performance Management for Executives	Within first 90 days of employment – taken <b>once</b>	As needed after initial completion  SEARCH WORD = EXECUTIVES  (Full-Time <u>Unclassified</u> employees only)
FEMA Incident Command System	<b>100, 200, 700 and 800 required of all employees – taken once</b>	Taken only once. Located on FEMA database  (Not required by students, WAEs or relief workers)
LDH FMLA for Supervisors	Within first 90 days of appointment to supervisory position – taken <b>once</b>	As needed after initial completion  SEARCH WORD = FMLA
LDH Drug Free Workplace	Within first 90 days of employment-- <b>due every 5 years</b>	Every 5 years thereafter  SEARCH WORD = DRUG
LDH General Safety and Loss Prevention	Within first 90 days of employment-- <b>due every 5 years</b>	Every 5 years thereafter  SEARCH WORD = GENERAL
LDH ORM Blood borne Pathogens Policy	Within first 90 days of employment-- <b>due every 5 years</b>	Every 5 years  SEARCH WORD = BLOOD
LDH Transitional Return to Work	Within first 90 days of employment-- <b>due every 5 years</b>	Every 5 years thereafter  SEARCH WORD = TRANSITIONAL
ORM Blood borne Pathogens	Within first 90 days of employment -- <b>due every 5 years</b>	Every 5 years; <b>When available</b> , Annual High-risk BBP or ESF-8 hands-on classes can be substituted for this course  SEARCH WORD = BLOOD
LDH Active Shooter	Within first 90 days of employment-- <b>every 3 years</b>	Every 3 years (online)  SEARCH WORD = ACTIVE
ORM Defensive Driving	Within first 90 days of employment -- <b>every 3 years</b>	Every 3 years; (within 90 days of a chargeable incident)  SEARCH WORD = DEFENSIVE
LDH Accident Investigation Training	Within 90 days of employment – <b>due every 2 years</b>	Taken over every odd-numbered year; must be re-taken between July and September.  SEARCH WORD = ACCIDENT
CPTP-SCS Cybersecurity	Within first 90 days of employment – <b>due every year</b>	2021 due date is March 31 <sup>st</sup> , then deadline date of October 31 <sup>st</sup> thereafter

CPTP SCS Prevent Sexual Harassment	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = SEXUAL</b>
<b>CPTP SCS PSH for Supervisor WBT</b>	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> . Only required by employees in a Supervisory Group. <b>SEARCH WORD = PSH</b>
LA Code of Governmental Ethics	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = ETHICS</b>
LDH Basic HIPAA Privacy	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = HIPAA</b>
LDH Compliance for Covered Persons	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> ; <b>Required of <u>all LDH employees with a personnel number</u> including students, WAE, non-State employees.</b> <b>SEARCH WORD = COVERED</b>
LDH Electronic Mail Policy	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = ELECTRONIC</b>
<b>LDH Emergency Support Function 8 (ESF-8)</b> <b>(Five Modules)</b>	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>April 30</b> <b>SEARCH WORD = ESF</b> <b>(not required by students, WAEs or relief workers)</b>
LDH Prohibited Political Activity	Within first 90 days of employment – <b>due every year</b>	Every year (online course); deadline <b>October 31</b> <b>SEARCH WORD = PROHIBITED</b>
LDH Proper Expenditure/ Budget Fund	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = EXPENDITURE</b>
LDH Safety Rules	Within 90 days of employment – <b>due every year</b>	Every year, re-taken <b><u>between January and March in LEO</u></b> as quarterly safety topic. <b>SEARCH WORD = SAFETY</b>
LDH Sexual Harassment in the Workplace	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> ; <b>SEARCH WORD = SEXUAL</b>
LDH Work Schedules Atten Policy	Within first 90 days of employment – <b>due every year</b>	Every year; deadline <b>October 31</b> <b>SEARCH WORD = SCHEDULES</b>

## **HELPFUL TIPS TO MAKE TRAINING LESS PAINFUL AND MORE PRODUCTIVE**

- 1) Always, Always, Always, refresh your page after you exit a course. This can be done by pressing this icon  to the right of the URL. Doing this will greatly increase your chances of getting credit.
- 2) Before taking a course, look at the “expires on” date on your transcript. If that date is 12/31/9999, then don’t waste your time re-taking it, that is a permanent course and the completion date cannot be changed. All annual courses have this “infinity” date on them.
- 3) Whether you take an annual course in January or October, the expiration date for that course is ALWAYS Oct 31 of the following year. For instance, if you take a Sexual Harassment course on January 15, 2020, when it first comes out, it will not expire until 10/31/2021. Taking the courses later in the year will not extend your deadline for taking it over.
- 4) To see if you need to take an annual course, go to your transcript. If the year listed in the title of the course is the current year, you are in compliance for that course.
- 5) It may take up to 24 hours before you get credit for a course as the system updates nightly.
- 6) Especially for Ethics and Driver Training, but good advice for all courses—print or save a copy of your certificate or proof of completion. Without proof of completion, you cannot get credit manually added to your transcript if the system does not automatically record the completion.
- 7) New employees, or transfers from other agencies, MUST have their communication sections in BOTH LAGOV and Outlook complete. This is for training and for time slips as well. If you are in doubt as to whether your new/transferred employee has both in order, please contact Barry Blanchard.
- 8) If you are having trouble with a course not loading, try canceling it and rebooking it. This sometimes helps because the connection between servers may fail.
- 9) All courses MUST be taken in LEO to get credit.
- 10) Any BHSF or NVRA courses are serviced by UNO Training, so please contact them if there is a problem with these courses. LDH HR handles only the courses listed on the list.
- 12) If all else fails, contact Barry Blanchard preferably by email at [barry.blanchard@la.gov](mailto:barry.blanchard@la.gov) or phone at 225/342-6385.

### **DISCLAIMER:**

**The above required courses and the deadlines to complete each course represent the minimum requirements set forth by LDH, based on the requirements of governing agencies such as the Board of Ethics, Civil Service and ORM.**

**Supervisors, Appointing Authorities, Deputy Secretaries and Executive Staff have the right to change the due dates as they desire, as long as the due date does not go past the date required in this course list. They also have the right to require added courses for their employees, if they feel it is necessary.**